

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

FORENSIC PSYCHOLOGIST MANAGER

JOB DESCRIPTION

Employees in this job, as certified Consulting Forensic Examiners, supervise the work of forensic psychologists involved in a variety of psychodiagnostic and psychotherapeutic activities and programs. The employee works within general methods and procedures and exercises considerable independent judgment in adapting and applying the guidelines to specific situations. The work requires a thorough knowledge of the policies, procedures, and regulations of forensic psychological services, training and research programs, and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Forensic Psychologist Manager-2

Forensic Psychologist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Forensic Psychologist Manager-3

Forensic Psychologist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Forensic Psychologist Manager-4

Forensic Psychologist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, organizes, directs, and controls a psychological treatment and evaluation program.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Participates in effectuating the recommendations of the combined diagnostic and treatment staff.

Provides clinical administration and assists the Clinical and Executive Directors in daily operations.

Reviews psychological information relative to legal requirements for determination of competency, criminal responsibility and other forensic issues to stand trial for an alleged illegal act, formulate opinions, and makes diagnosis.

Prepares written reports for the courts detailing psychological findings upon which conclusions and recommendations are based.

Appears in courts of law as an expert witness, testifying to findings and opinions regarding an individual's criminal responsibility, competency to stand trial, or on other forensic issues.

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Maintains current knowledge of laws and acts that impact on the field of forensic psychology.

Conducts research regarding specific psychological conditions and their forensic relationship; publishes findings in scientific journals.

Presents information regarding forensic psychology to various groups and professional associations.

Serves on hospital committees and work groups.

Serves as a member of the facility's multi-disciplinary treatment team.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-15 levels.

Knowledge of human resource management laws, policies, practices, procedures and regulations.

Knowledge of equal employment opportunity, affirmative action, and performance management practices.

Knowledge of selection interviewing techniques.

Knowledge of labor relations practices.

Knowledge of employee training techniques and methods.

Knowledge of the principles of supervision.

Knowledge of the principles and techniques of administrative management, including budgeting, organization planning, program planning, management reporting, and staffing.

Knowledge of the principles and practices of forensic psychology.

Knowledge of the principles and practices of clinical psychology, including psychodiagnostic, therapeutic, and research methodologies.

Knowledge of emotional and social, psychological and environmental problems, and techniques applicable to their alleviation.

Knowledge of experimental and research techniques.

Knowledge of techniques for observing and assessing behavior.

Knowledge of abnormal psychology

Knowledge of counseling methods and techniques.

Knowledge of psychometric techniques and the techniques of conducting objective interviews.

Knowledge of the types and uses of standardized psychological tests, including those applicable in testing the socially or emotionally maladjusted.

Knowledge of statistical techniques used in the validation of tests, and in the study of behavior.

Knowledge of, and adherence to the American Psychological Association's (APA) ethical principles of psychologists, with particular emphasis on those principles bearing on forensic assessments.

Knowledge of, and adherence to the American Psychology-Law Society (APA, DIV.41) Specialty Guidelines for Forensic Psychologists.

Ability to plan, coordinate, organize, prioritize, and oversee activities of a work area and to delegate effectively.

Ability to direct, evaluate, instruct, motivate and supervise subordinate employees.

Ability to establish and maintain the confidence of others.

Ability to establish and maintain favorable customer and public relations.

Ability to communicate and work effectively and tactfully with others.

Ability to formulate strategic program plans.

Ability to identify and resolve administrative and programmatic problems.

Ability to conduct examinations relative to the types of criminal forensic issues raised in the state of Michigan.

Ability to conduct psychodiagnostic examinations of and provide treatment to mentally ill and sometimes dangerous individuals.

Ability to prepare concise reports detailing findings and conclusions of psychological evaluations.

Ability to provide expert witness testimony in courts of law relative to the psychological state of individuals and its impact on their ability to stand trial, and their criminal responsibility.

Ability to interpret in lay terms, complex psychological conditions and resultant behavioral traits.

Ability to conduct research, prepare reports, and educate others on matters of forensic psychology.

Ability to work as a member of a team.

Ability to maintain current knowledge of forensic psychology and its relationship with the legal system.

Ability to function under adversarial and stressful conditions.

Ability to interview others to obtain insight into the behavior of individuals accused of criminal conduct.

Working Conditions

Some jobs require an employee to work in a hostile environment.

Some jobs require direct contact with prisoners.

Some jobs require direct contact with patients.

Physical Requirements

The job duties require an employee to work under stressful conditions.

Education

Possession of a Ph.D. or Psy.D. from an accredited psychology program in a curriculum which is substantially clinical in nature.

Experience

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One year of post Ph.D. or Psy.D. experience as a Forensic Psychologist 12.

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Forensic Psychologist Manager 14

Two years of post Ph.D. or Psy.D. experience as a Forensic Psychologist 12.

OR

One year of post Ph.D. or Psy.D. experience as a Forensic Psychologist Manager 13.

Forensic Psychologist Manager 15

Two years of post Ph.D. or Psy.D. experience as a Forensic Psychologist Manager 13.

OR

One year of post Ph.D. or Psy.D. experience as a Forensic Psychologist Manager 14.

Special Requirements, Licenses, and Certifications

Certification as issued by the Center for Forensic Psychiatry as a Consulting Forensic Examiner.

Individuals must possess either full licensure as a psychologist under Rule 6 or limited licensure under Rule 10 and eligibility for licensure under Rule 4 of the Michigan Board of Psychology at the time of their appointment.

The term "substantially clinical in nature" means possession of a Ph.D. or Psy.D. from an accredited clinical psychology program or retraining in accordance with the APA standards for practicing as a clinical psychologist in the State of Michigan.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
FORPSYMGR	Forensic Psychologist Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Forensic Psychologist Manager-2	FORPMGR2	NERE-153
Forensic Psychologist Manager-3	FORPMGR3	NERE-157
Forensic Psychologist Manager-4	FORPMGR4	NERE-159